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Sanitized - Approved For Release : CIA-RDP78-04787A000100160005-4

CAS 66-0053  
11 April 1966

MEMORANDUM FOR: Special Planning Assistant to the Deputy Director  
for Support

SUBJECT : Report of Space and Equipment Requirements  
for the Office of Communications

REFERENCE : CAS 66-0003, dated 13 January 1966

1. The Office of Communications Report of Long Range Requirements for Space, Personnel, and Equipment was forwarded under reference transmittal memorandum. Since that date, additional information has been compiled by this Office updating the initial report, copy of which is attached. (Set #3 revised March 1966)

2. The changes reflected in the attachments are based on the trends outlined in this Office's recently submitted Combined Program for F.Y. 1965-F.Y. 1972, a copy of which with Program Category, Sub-category and Element is available for your review. The main program elements involved Headquarters Technical Support and Departmental Signal Centers which will increase in order to provide various types of support to the OC Overseas Areas and also to other components of the Agency. These projections were made without consideration of Budget, Personnel, or any other restrictions which may be in existence 10-15 years hence. One major factor which cannot be accurately estimated at this time is the degree to which the Agency will participate in the Community On-Line Intelligence System (COINS). The COINS program concerns the entire USIB community and is now in the embryonic stage, and probably will result in extensive changes with the OC Signal Center during the next few years as to space, personnel, and equipment.

3. The Office of Communications space, equipment, and personnel now located at the [REDACTED] has not been included in either submission or included in the schedule in paragraph 4 below. For planning purposes, [REDACTED] will continue to operate as it has in the past and will develop a long range facility program which will encompass all Communications components which are located at [REDACTED]

4. The schedule below depicts the Office of Communications Table of Organization as of September 1965, the number of personnel included in the F.Y. 1972 budget estimates, the estimated personnel strength for the 1975-1980 period, and the estimated increases in personnel for the 1975-1980 period over the Table of Organization in September 1965.

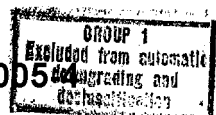
25X1A

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| Staff                                | T/O<br>as of<br>Sept 65 | FY-1972<br>Budget<br>Estimate | Estimates<br>for period<br>1975-1980 | Estimated Increase<br>for Period 1975-1980<br>over T/O as of Sept 65 |
|--------------------------------------|-------------------------|-------------------------------|--------------------------------------|--|
| Office of the Director (D/CO)        |                         |                               |                                      |  |
| Records Management Staff (RMS)       |                         |                               |                                      |  |
| Program Coordination Staff (OC-P)    |                         |                               |                                      |  |
| Special Programs Staff (OC-SP)       |                         |                               |                                      |  |
| Administration Staff (OC-A)          |                         |                               |                                      |  |
| Communications Security Staff (OC-S) |                         |                               |                                      |  |
| Engineering Staff (OC-E)             |                         |                               |                                      | 25X9   |
| Operations Support Staff (OC-OS)     |                         |                               |                                      |  |
| Telecommunications Staff (OC-T)      |                         |                               |                                      |  |
| Signal Center (OC-S/C)               |                         |                               |                                      |  |
| Operations (OC-O)                    |                         |                               |                                      |  |
| TOTALS                               |                         |                               |                                      |  |

\*NOTE: The personnel strength for OC-E of [REDACTED] represents the estimates as of 1975 and is the strength shown on Set # 3 attached. However, it is estimated that by 1980 this amount will increase by about 30% or [REDACTED] persons with appropriate increases in office space and equipment.

5. The Headquarters elements of the Office of Communications are now located on the ground, first, and second floors of the Headquarters Building; on the seventh and eighth floors of the Ames Building; and at the [REDACTED]. The activity at the [REDACTED] has been and will remain an integral part of the Office of Logistics activity and therefore see no reason why it should be separated from that support function. Those activities now at [REDACTED] should not be relocated in the foreseeable future. Prime consideration should be given in moving the Engineering Staff from the Ames Building to the Headquarters Building.

6. The Office of Communications can operate more efficiently and effectively if a majority of the components are on the same floor and adjacent to each other. However, if it is mandatory to separate the Office of Communications, the following units should remain contiguous:

D/CO, Executive Officer, OC-P, and the Chief, OC-O and Area Divisions

OC-S, OC-E, OC-OS, OC-T, OC-A

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RMS and OC-SP - Although it is desirable that these organizational units be close to other OC elements, they could operate effectively if physically separated from other OC units.

Signal Center - The Signal Center could, under certain conditions, operate effectively in a separate location. If there is to be a separate building for computers and other similar equipment, consideration should be given to including the Signal Center in such a building.

7. The projected space requirements for 1975-1980 by components have been itemized in the attached forms. A more complete breakdown of these requirements by components within the Office of Communications as to specific details is noted for your information.

a. Office of the Director of Communications

The Director's Staff will be increased by four positions. The individuals will be senior staff communications specialists and each will require 200 square feet of office space.

b. Records Management Staff

This staff plans to increase its personnel by two, plus a small increase in machine equipment. It is estimated that an additional 625 square feet of space will be needed to accommodate the equipment and personnel.

c. Program Coordination Staff

The staff will be increased by three Communications Officers and one secretary/stenographer.

d. Special Programs Staff

The personnel in this staff will be increased by 29 and will need an appropriate increase in office space.

It is estimated that the present computer will be replaced; however, the present space is adequate for the new machine.

e. Administration Staff

This staff will be increased by eight positions and will need an appropriate increase in office space for these positions.

The Deputy Chief, Administration Staff, OC now occupies about 65 square feet of office space which is inadequate for his assigned duties and responsibilities.

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It is recommended that he be assigned a separate office with approximately 130 square feet of space. Another office will then be required for the secretary.

f. Communications Security Staff

This staff will be increased by three positions and will need an appropriate increase in office space. It will also require an additional office of about 140 square feet outside the present vault area where visitors can be received and discussions held without the problems attendant to vault access.

The Chief, Site Security Survey Section and his staff of five are now located in one room. This section should have at least two separate rooms, as the nature of this staff's work requires uninterrupted concentration which is practically impossible under the present conditions.

The Chief, Methods and Requirements Section and his staff of three now occupy one room. This section should have two rooms to enable the employees to hold separate discussions on need-to-know items and to prevent interfering with the unrelated work of other employees.

The Chief, Protection Section, one analyst, and one briefing specialist now occupy one room. This section should have an additional room in order to provide cryptographic briefing space. The briefing specialist would occupy the additional room.

g. Engineering Staff

25X1A The Engineering Staff is currently located in three areas:  
25X1A (1) [REDACTED] Technical Section (2) Langley Technical Section at Headquarters adjacent to Signal Center (3) The remainder of the staff is in the Ames Building, 7th and 8th floors. As previously stated, the [REDACTED] personnel should remain in place. The other two elements should be located at Headquarters. 25X1A

25X1A This staff in the Washington Area will be increased by approximately [REDACTED] positions as of 1975, [REDACTED] in Headquarters complex. It is projected that an increase of [REDACTED] will be required by 1980, [REDACTED] at Headquarters. 25X1A

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This staff will also require a corresponding increase in standard and technical equipment; however, it is impossible to predict these increases by line item at this time.

25X1A

The [REDACTED] Technical Section will need a minimum increase of 1,000 square feet for shop space and the Headquarters elements will require a minimum of 3,000 square feet for technical equipment and work area. This latter requirement should be reduced by 50% should the Signal Center be housed in a separate building. This is based on the fact that the Langley Technical Section must be adjacent to the Signal Center.

h. Operations Support Staff

This staff will increase by six positions.

25X1A

Space for a [REDACTED] to be used as a testing and training base is required for this staff. Copy of details is attached.

This staff will also need: (1) a room in the Headquarters Building with a minimum of 150 square feet for use in the special training and briefings of OC and/or DD/P personnel in covert communications techniques and equipment and (2) a second room in the Headquarters Building of at least 150 square feet, with a vault door, for storing of clandestine equipment used in training, briefing and testing various personnel. The foregoing two rooms may be combined into one large room provided there is at least 300 square feet of space and that it has a vault door.

i. Telecommunications Staff

This staff will increase by 22 positions.

25X1A

The present office space for this staff is inadequate, and the space that is now used is on two floors in five separate offices. For the 1975-1980 period this staff will need office space for the Office of the Chief and four branches consisting of a total of [REDACTED] positions. The personnel in this office should be on the same floor and in adjacent offices.

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j. Signal Center

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This staff will increase by [REDACTED] positions.

The additional space needed by the Signal Center follows:

- (1) 1,500 square feet by 1968
- (2) 2,000 square feet by 1970
- (3) 2,000 square feet by 1980

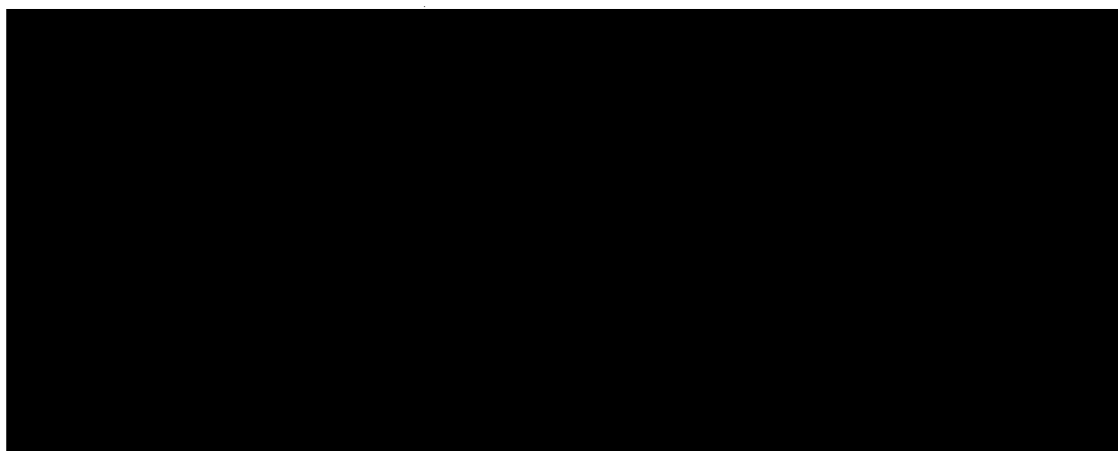
The plans made for the Signal Center should be flexible and should allow for as much expansion as possible. Even though plans for the Agency participation in the COINS program is not definite and there are other areas of interest that are uncertain (i.e., technical changes in communications equipment, etc.), it is recommended, based on prior trends and the estimates for the future, plans be based on an expanded Signal Center.

If the Signal Center is to remain in the Headquarters Building, it is recommended plans be made for a minimum of 100 tons of central air conditioning supplied by a unit specifically for the Signal Center.

k. Operations

This staff will increase by five positions with appropriate increases in space.

25X1A



Note: Requirements . . . . . page -7-

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- (1) Chief - a small semi-partitioned office.
- (2) Deputy Chief - a small semi-partitioned office.
- (3) Three Operations Officers - a semi-partitioned office.
- (4) Security Officer and Engineer - a semi-partitioned Office.
- (5) Three secretary/stenographers - some expansion to present space is needed for reception of visitors and for safes, desks and office machines.



25X1A

Chief, Administration Staff, OC

Attachments:  
As stated

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS



## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Administration Staff, OC

EXTENSION

NO.

CAS 66-0053

DATE

11 April 1966

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Special Planning Assistant  
to the DD/S  
7D18 Headquarters

4/11/66 *[Signature]*

1 - 3: Herewith revised long-range space requirements of Office of Communications which, we understand, have been discussed with Office of Logistics/Space Requirements Staff.

2.

3. Director of Logistics  
Atten: Chief, Space **25X1A**  
Requirements Staff [REDACTED]

4.

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